Model Outbreak Management Plan

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INTRODUCTION

The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic.

Measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting
- as part of a package of measures responding to a Variant of Concern (VoC) or to extremely high prevalence of COVID-19 in the community
- to prevent unsustainable pressure on the NHS

This Outbreak Management Plan describes how we would operate if we were advised to reintroduce any measures described in the Contingency Framework: education and childcare settings.

This should be completed and in place before term starts so schools can quickly mobilise contingent measures. The Outbreak Management Plan should be regularly reviewed to keep up to date. Schools are advised to have this as part of their School Emergency Management Plan.

ROLES AND RESPONSIBILITIES

Local authorities, Director of Public Health and Health Protection Teams are responsible for managing localised outbreaks. They play an important role in providing support and advice to education and childcare settings.

Local authorities, Director of Public Health and Health Protection Teams can work with their regional partnership teams (RPTs) to escalate issues from the local level into the central Local Action Committee command structure. RPTs support local areas in managing outbreaks and provide advice and insights from across the country to the Chief Medical Officer and the Secretary of State for Health and Social Care to inform decision making.

Through the Local Action Committee command structure, ministers consider and take decisions on measures on an area-by-area basis in light of all available evidence, public health advice and the local and national context.

In rare circumstances, it may be necessary to escalate issues to ministers through other central government committees (for example incident management teams), but this should be by exception only.

Liverpool schools should have in place a Covid-19 lead who oversees a response team in the case of an outbreak. In addition to the Covid-19 other staff may be involved in different elements of the outbreak management plan.

RISK ASSESSMENT

Our school risk assessment can be found here on our school website:

Our risk assessment has been developed in line with national guidance and local advice. We have consulted with staff, unions and our governing body in order to apply national guidance and local advice to our setting.

Our risk assessment will be reviewed fortnightly in the first instance or if there are any incidents, near misses or changes to procedure.

In the case of any outbreak, schools should revisit their risk assessment to ensure that controls are being followed effectively, particularly

- Ensuring good hygiene for everyone
- Maintaining appropriate cleaning regimes
- Ventilation
- Following public heath advice on testing, self isolation and managing confirmed cases of covid-19

CONTINGENCY PLANNING

A good plan should cover:

- roles and responsibilities
- when and how to seek public health advice
- details on the types of control measures you might be asked to put in place (described in measures that settings should plan for and your sector's guidance)

For each control measure you should include:

- actions you would take to put it in place quickly.
- how you would ensure every child, pupil or student receives the quantity and quality of education and support to which they are normally entitled.
- how you would communicate changes to children, pupils, students, parents, carers and staff.

WHEN SETTINGS SHOULD CONSIDER EXTRA ACTION

> **If extra action is needed, this will be advised by the Director of Public Health or the Local Health Protection Team.**
> **The Director of Public Health or Health Protection Team may give schools advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher than set out above.**

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For most education and childcare settings, whichever of these thresholds is reached first:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

Liverpool Public Health will regularly review local data including number of positive cases, testing uptake, testing positivity and local hospital admissions. This data will influence threshold levels for additional action.

All positive cases will continue to be reported to the local authority via the online MDS form https://www.smartsurvey.co.uk/s/covid-19-schools/
Public Health and School Improvement Liverpool will liaise with schools when there are concerns about an outbreak in a school setting.

CLOSE MIXING

Identifying a group that is likely to have mixed closely will be different for each setting. Below are some examples. For schools, this could include:

- a form group or subject class
- a friendship group mixing at breaktimes
- a sports team
- a group in an after-school activity

REPORTING A CONFIRMED CASE

For COVID-19 queries related to educational settings – Single Point of Contact (SPOC)	
School Improvement Liverpool	SPOC@si.liverpool.gov.uk **0151 233 3901**
Notifying a confirmed case	
All confirmed cases should be notified via the online MDS form below: www.smartsurvey.co.uk/s/covid-19-schools/	
DfE helpline: Telephone: 0370 000 2288 Monday to Friday, 9am to 5pm	
School Covid-19 Lead Details	
Primary Contact	
Name:	
Telephone Number:	
Out of Hours Telephone Number:	
Secondary Contact	
Name:	
Telephone Number:	
Out of Hours Telephone Number:	

FACE COVERINGS (SECONDARY AGED STUDENTS AND ALL STAFF)

Lead Person:	Key contacts:
[please insert name of lead]	SPOC@si.liverpool.gov.uk
Communications:	
If you are advised to reintroduce face coverings Public Health will advise on appropriate communication to parent.	
Additional Information:	
[Please insert any relevant additional information]	
Considerations:	
Supplies	Schools should have a small number of face coverings available for children and staff who aren't able to access them
Considerations:	Please be aware of any medical exemptions preventing people from wearing face coverings
Other:	[Please insert other actions that need to be implemented quickly]

REINTRODUCING BUBBLES / REDUCE MIXING BETWEEN GROUPS

Lead Person:	Key contacts:
[please insert name of lead]	SPOC@si.liverpool.gov.uk
Communications:	
Consider communications to parents about changes to the school day such as: • staggered start / finish • impact on lessons	
Additional Information:	
[Please insert any relevant additional information]	
Considerations:	
Organisation	How will this impact: • dining arrangements • playtime • lessons • intervention groups • staffing • space • movement through school
Resources	Would resources be needed such as signage?
Other:	[Please insert other actions that need to be implemented quickly]

SHIELDING

Lead Person:	Key contacts:
[please insert name of lead]	[Amend as necessary] Supply cover: supply@si.liverpool.gov.uk School HR team:

Communications:
Individuals who are advised to shield should be contacted directly by government, local authority or GP

Additional Information:
[Please insert any relevant additional information]

Considerations:

Business continuity:	[Insert business continuity methods if shield was to be reintroduced]
Staff impacted	[Please insert how you will know which staff and roles would be impacted if shielding was re-introduced]
Cover	[what would your cover methods be to backfill any key posts?]
Other:	[Please insert other actions that need to be implemented quickly]

ATTENDANCE RESTRICTIONS

Lead Person:	Key contacts:
[please insert name of lead person]	[Amend as necessary] Remote education – paul.bradshaw@si.liverpool.gov.uk;

Communications:
[how will you communicate to parents if there are any attendance restrictions?]

Additional Information:
[Please insert any relevant additional information] https://get-help-with-remote-education.education.gov.uk/statutory-obligations.html https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools

Considerations:

Access to computers and internet	[How will you know which students need additional resources to access remote education?] [What is your plan to provide access?]
Free School Meals:	[How will children eligible for free school meals access them?] [Vouchers Food Hampers Delivery methods?]
Key Worker and Vulnerable Children:	How many children might you need to provide onsite support? What are the staff implications? Learning implications
Safeguarding provision:	Please see considerations on page 14 here
Other:	[Please insert other actions that need to be implemented quickly]

EDUCATIONAL VISITS

Lead Person:	Key contacts:
[please insert name of lead]	**[Amend as necessary]** **Educational** **Visits:** Nicola.horton@si.liverpool.gov.uk

Communications:
[How will you communicate changes in visits to parents?]

Additional Information:
Outdoor Education Advisors Panel: www.oeap.ng https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits

Considerations:	
Cost implications:	[What would the cost refund arrangements be?] Could the trip be re-arranged]
Risk Assessment	[How would you ensure risk assessments are updated?]
Other:	[Please insert other actions that need to be implemented quickly]

OTHER RESTRICTIONS:

If the Director of Public Health or Health protection team advise additional measures, they may also advise restrictions on the activities below. If this is the case, then please consider

- open days
- transport
- transition or taster days
- parental attendance in settings
- live performances in settings